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Part LXV. Radio and Television Technicians

Chapter 1. Organization

§101. Forward

A. This board, a duly constituted agency of the state of Louisiana, created under Act 428 of 1958, as amended, is authorized to administer the above mentioned Act, and its powers are controlled and governed solely by the provisions of said Act. Therefore, the following rules of procedure are intended as a means of facilitating the functions of the board in enforcing the legislative mandate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:159 (February 1995).

§103. Conduct of Meetings

A. Except when otherwise provided for by statutes or by rules of procedure adopted by this board, *Robert's Rules of Order* will govern the conduct of meetings and business of this board.

B. The administrator, through the secretary, shall call a board meeting as needed on any day or place where he deems necessary. Any meeting, hearing, or trial shall be counted as a meeting.

C. Meeting Agenda. A tentative agenda, or agenda, shall be supplied to each board member prior to the start of each meeting.

D. The following will be the order of business at the board meetings:

1. opening;
2. roll call and reading of minutes;
3. at the January meeting, election of officers;
4. official communications;
5. report of administrator;
6. report on enforcement;
7. reports of board members and committees;
8. unfinished business;
9. new business;
10. report of the chairman;
11. financial report; and
12. adjournment.

E. Executive Sessions

1. The board may call for executive sessions at its meetings when it deems necessary, by a majority vote of those in attendance.

2. The administrator may be present and included at any and all executive sessions at any and all meetings, by a majority vote of the board members present.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:159 (February 1995).

§105. Method of Rule Adoption, Amendment, or Repeal

A. These rules of procedure may be amended, changed, or rescinded by any such proposal being submitted in writing and read at two regular meetings of this board, and decided upon the second meeting by a two-thirds vote of the members present and voting. Where a two-day meeting is held, the vote cannot be taken the second day where it is submitted the day before, but it must be read and voted on at the next regular meeting.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§107. Election of Officers

A. At the first meeting of the board in January of each year, an executive meeting shall be called and held by the board for the purpose of accepting nominations and electing a chairman and a secretary. Said executive meeting shall be held immediately after roll call.

B. The chairman shall appoint a judge and two tellers to conduct the elections.

C. Nominations for chairman shall be considered first.

D. On the completion of the nominations for the chairman a vote shall be taken by secret ballot.

E. The nominee receiving the plurality of votes shall be declared elected as chairman.

F. Nominations for secretary shall be conducted after the chairman has been duly elected. On the completion of the nominations for secretary, a vote shall be taken by secret ballot. The nominee receiving a plurality of votes shall be declared elected as secretary.

G. On the completion of the elections, the new chairman and secretary shall be sworn in and take their respective offices.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§109. Ethical Conduct of Board Members

A. No member of this board shall use his title or official capacity as a board member in advertising, stationery, business forms or the like, or in any manner indicate such for personal or business advantages.

B. The board shall reimburse a board member for actual expenses incurred while conducting investigations for the board, provided expressed written approval has been received by said board member to conduct such an investigation from the secretary and/or administrator.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§111. Administrator of the Board

A. To dismiss the administrator of the board, a resolution to dismiss shall be made at one regular board meeting and shall be voted on at the next regular meeting. Twenty days must transpire between the first meeting and the second meeting, and a two-thirds vote of members present and/or voting by proxy shall be necessary to carry out this resolution.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§113. Examining Committee

A. The term of members of the examining committee shall be for a period from January to December 31 and shall serve at the pleasure of the board.

B. Meetings of the examining committee shall be called by the board administrator through the secretary of the board.

C. Each member of the examining committee shall receive a per diem of \$30 for the performance of his duties while conducting examinations, and \$30 per day for any official meetings attended. He shall also be paid all necessary subsistence expenses as set forth in the guide lines of the Division of Administration.

D. The examining committee shall elect a chairman and secretary and shall meet when a meeting is called by the administrator through the board secretary. The committee shall report to the board and shall submit minutes of the committee meetings to the board.

E. A practical examination shall be conducted by the examining committee, according to the act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§115. Qualifications/Requirements of Applicants

A. In compliance with other laws of this state, no applicant under 16 years of age may be issued a license as an apprentice, and no applicant under 18 years of age may be issued a license as a technician.

B. Only applicants who have been approved by the board office shall be given examinations as evidenced by the name list furnished to the official examiner by the administrator, or a letter from the administrator authorizing such.

C. Before receiving the technicians examination an applicant must submit at least two affidavits of recommendations of qualifications which indicate the equivalent of two years of apprenticeship training. These may be from the following sources:

1. radio and/or television schools attended;
2. past employers from related fields; and
3. other licensed technicians statements, or a combination of the same.

D. An application for technicians license may be rejected if the affidavits furnished indicate that the applicant acquired his knowledge while working in the state of Louisiana without a certificate from the board.

E. In order to insure proper identification of all applicants for license as a radio technician, satellite technician, television technician or apprentice, the applicant for such license shall have attached thereto three photographs of the said applicant, size 1 1/2" x 1 1/4" for reference by board members, the administrator, or the examining committee. One of the photographs shall be affixed to the licensee's ID card.

F. That no application for examination be accepted from anyone charged with violation of Act 428 as amended, until all charges are disposed of.

G. In order for a U.S. veteran to obtain credit under the provisions of the act, he must submit a copy of his DD-214.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:160 (February 1995).

§117. Examinations

A. Television Technicians Examination

1. The written section of the television technicians examination shall consist of 25 questions covering the circuit theory of operation and practical trouble shooting techniques as applied to a particular chassis, the schematic

diagram of which is furnished with the examination questions.

2. The balance of the examination will consist of 25 questions covering circuit theory of operation and practical servicing techniques but not as applied to any specific make or model of television receiver.

3. Each television examination shall consist of the above named elements and shall exist as a packaged examination, each to be complete in itself and different from each of the others.

4. After an apprentice successfully completes his two years of apprenticeship training and before he receives his apprenticeship certificate from the Department of Labor, he shall on the mandate of the board take the technician's examination.

B. Radio Examination. The radio examination shall consist of 50 questions concerning radio theory.

C. Satellite Examination. The satellite examination shall consist of 50 questions concerning satellite theory.

D. In each type of examination in Subsections A, B, and C above, the originals of both questions and answer sheets shall be given into the care of the administrator.

E. An applicant:

1. who fails to appear for two consecutive examinations after being duly notified of each shall forfeit all fees on deposit with the board and any temporary permit issued to him shall be canceled. He shall be notified of such and that his right to practice is withdrawn;

2. who takes an examination and fails must resubmit his application and pay the examination fee with said application;

3. having failed two consecutive examinations shall not be allowed to apply for another examination for at least six months;

4. who fails to appear for an examination after being duly notified for same shall forfeit any temporary permit issued to him. Such permit can only be re-issued by special dispensation of the board.

F. The administrator shall assume the responsibility to examine and classify each applicant for the apprenticeship program according to background and ability before he shall be indentured with the federal and state Departments of Labor. He shall, also, have the responsibility of removing from apprenticeship any applicant who cannot meet the requirements of this board, and the federal and state Departments of Labor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:161 (February 1995).

§119. Student Permit

A. The State Radio and Television Technicians Board shall establish a student program by which student's enrolled in electronic classes at an accredited trade or vocational school, be granted a permit to do service on equipment regulated by this board, under the direct supervision of a licensed technician.

1. A student must be enrolled full-time at an accredited trade or vocational school and must show proof of this with a letter from the school.

2. No credit will be given for the time worked as a student.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:161 (February 1995).

§121. License Renewal

A. The administrator shall not later than November 1 of each year send notice of license renewal.

B. Any licensee who fails to renew after expiration, which is December 31 of each year, is subject to a delinquent fee of one-third of the renewal fee.

C. Any licensee whose renewal application is received at the board office post marked after December 31 of that year shall pay a delinquent fee in the amount of one-third of the renewal fee, rounded off to nearest \$0.50.

D. A licensee who fails to renew within 70 days of the expiration of a previous license shall be automatically revoked.

E. No applicant may be accepted for action by the board until proper fees have been received and cleared by the bank. Applicants who do not submit the required fees, or the payment thereof does not clear the bank shall be notified of such and, cautioned that to practice without a proper license by the board is a violation of state law. All N.S.F. checks shall be charged a fee of \$25.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:161 (February 1995).

§123. License Revocation

A. A revoked license number shall not be issued to other than the original applicant for a period of one calendar year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

§125. Temporary Work Permit

A. A temporary permit to work shall in no way be construed as permission to open a business, but only as a permit to work as a technician under a competent licensed technician.

B. The administrator may issue a letter to the applicant stating that he can practice for the months of November and December until following year's licenses are available. A copy of this letter is to be sent to the board member in the district where the person in question is located.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

§127. Financial Records

A. The financial and all other records of the board shall be kept at the board office and periodic financial statements distributed to the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

§129. Technicians Roster

A. Rosters of technicians licensed by the board may be furnished by the board at a nominal fee determined by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

§131. Fees

A. Fees assessed by the board are specified in R.S. 37:2301-2319.

B. Any fees or deposits unclaimed by any applicant after a period of two years shall forfeit same by prescription. These fees shall become part of earned fees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

§133. Public Access to Board Records

A. Any person or organization may examine the records of the board under the Public Records Act of Louisiana, by appointment at said board office during normal working hours.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2301-2319.

HISTORICAL NOTE: Adopted by the Department of Commerce, Radio and Television Technicians Board, 1958, amended by the Department of Economic Development, Radio and Television Technicians Board, LR 21:162 (February 1995).

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